



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4850

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CATEGORY: **Instruction, Testing**

EFFECTIVE: **5-30-03**

SUBJECT: **California High School Exit Examination (CAHSEE)**

REVISED: **8-10-04**

A. PURPOSE AND SCOPE

1. To outline regulations and administrative procedures governing the California High School Exit Examination (CAHSEE) for tenth-, eleventh-, and twelfth-grade students.
2. **Related Procedures:**
 - Centralized automated student records6527
 - Cumulative record keeping, 7-126510
 - Graduation from senior high school4770
 - Individuals with exceptional needs4320
 - Instructional programs, general4000
 - Placement/articulation, 9-124766
 - Students records, retention and destruction6520

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-8000, F-8400; Education Code Sections 60850 *et seq.*, 60851, 56101; California Code of Regulations Title 5, Sections 1215 *et seq.*, 1217; United States Code of Regulations Title 20, Sections 1400 *et seq.*, Title 29, Section 794.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Testing Unit, Office of the Superintendent. Suggestions or questions concerning the academic support components of this procedure should be directed to the Instruction and Curriculum Division, Office of Instructional Support. Suggestions or questions concerning the data reporting components of this procedure should be directed to the Standards, Assessment, and Accountability Division, Office of Instructional Support.
2. **Definitions**
 - a. **California academic content standards:** Written statements that define the content knowledge and skills that each student should learn at each grade level in California public schools.
 - b. **California High School Exit Examination (CAHSEE):** A test authorized under state law with the designated purpose of helping to ensure that students who graduate from high school in California can demonstrate competency in relation to the state content standards for reading, writing, and mathematics.

- c. **Individualized Education Program (IEP):** A written plan developed by a team that delineates and ensures appropriate instruction and services for students with disabilities.
 - d. **Individual Services Plan (ISP) or 504 Plan.** A written plan developed by a team that delineates the aids, accommodations, and services to be provided to children with disabilities who qualify under Section 504 of the Rehabilitation Act of 1973.
 - e. **Accommodations:** Any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores.
 - f. **Modifications:** Any variation in the assessment environment that fundamentally alters what the test measures or affect the comparability of scores.
3. **Requirements**
- a. **Graduation requirement.** Commencing with the 2005-06 school year, each student completing grade 12 shall have successfully passed both the English Language Arts and the Mathematics sections of the California High School Exit Examination (CAHSEE) as a condition of receiving a diploma of graduation from high school.
 - (1) **Student participation.** All students must take the CAHSEE for the first time during the spring of their tenth-grade year. Eleventh- and twelfth-grade students who have not passed one or both sections must be offered the opportunity to retake the test during each of the subsequent administration periods.
 - (a) **English learners.** All English learners must pass the CAHSEE in English to receive a diploma of graduation from high school. English learners also must take the CAHSEE for the first time during the spring of their tenth-grade year.
 - (b) **Special education students and students with 504 plans.** All students with 504 plans and all special education students must pass the CAHSEE to receive a diploma of graduation from high school. Students must be provided with the accommodations and/or modifications that are appropriate and necessary as specified in the IEP or Individual Service Plan (ISP). Students who have the

accommodations approved by law will receive a score and must pass the CAHSEE to receive a diploma. Students that require modifications that fundamentally alter what the CAHSEE is intended to measure will receive an invalidated test score (e.g., reading aloud the reading test and/or using a calculator for the mathematics test). For these students, there is a waiver process that could relieve them of the requirement of passing the CAHSEE. At the request of the parent/guardian, the principal shall submit a waiver request to the Board of Education. The Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE if the principal certifies that the pupil has all of the following:

- 1) An Individualized Education Program in place that requires the accommodations or modifications for the CAHSEE,
- 2) Sufficient high school level coursework either satisfactorily completed or in progress to have attained the skills and knowledge otherwise needed to pass the CAHSEE,
- 3) The invalidated score report showing that the pupil has received the equivalent of a passing score on the CAHSEE while using the modification.

b. **Test administration**

- (1) **Testing periods.** CAHSEE tests must be offered two times each year during specific testing periods selected by the district from those designated by the California Department of Education. The tests are administered over a two-day period, with the English Language Arts Subtest administered the first day and the Mathematics Subtest administered on the second day. The testing dates typically occur during mid-November and mid-March, with a make-up opportunity for tenth grade students in mid-May.
- (2) **Security and confidentiality.** CAHSEE test materials are secured materials and may only be handled by district and school site personnel who have signed a *Test Security Affidavit*.

c. **Test results.** CAHSEE test results must be provided to students and parents/guardians within eight weeks of the test administration.

- d. **Student academic support.** District must provide supplemental instruction aligned to state content standards to assist students who do not pass the CAHSEE.

D. IMPLEMENTATION

1. Test Information

- a. **Testing Unit and Standards, Assessment and Accountability Division** prepares informational and training materials, and distributes them to district staff, school site staff, and parents/guardians.
- b. **Annually, the Office of the Superintendent** mails CAHSEE information letter and brochure to all parents/guardians of students in grades K-12.
- c. **Prior to each administration, the Office of the Superintendent** mails information to the parents/guardians of students with IEPs or ISPs (504 plans) regarding test accommodations and modifications, and the associated waiver option (D.5.).
- d. **Prior to each administration, the Office of the Superintendent** mails CAHSEE notification letter and brochure to parents/guardians of students in grades 11-12 who have not previously passed both parts of the CAHSEE.
- e. **Communications Department** includes CAHSEE information in the annual *Facts for Parents* booklet.

2. Test Administration

- a. **Testing Unit and Standards Assessment, and Accountability Division identifies** students to be tested prior to each CAHSEE administration.
- b. **Testing Unit orders** answer documents, test booklets, and directions for each administration and sends them to site test coordinators.
- c. **Testing Unit trains and assists** site test coordinators relative to test administration, processing, and security.

- d. **Site test coordinator arranges** for administration of tests, trains site test examiners, monitors test administration, collects and processes answer documents and related test materials, and returns answer documents and test materials to the Testing Unit.
 - e. **Testing Unit and site test coordinators** ensure that each person having access to secured test materials completes and signs the appropriate security agreement/affidavit.
 - f. **Testing Unit collects and processes** answer documents and test materials for all schools, and submits materials to the state/test publisher.
3. **Test Results**
- a. **Testing Unit receives CAHSEE** Student and Parent Reports from state and mails them to the parents/guardians of all students tested during each administration.
 - b. **Testing Unit receives CAHSEE** school reports from the state and sends them, with copies of the student reports, to the school sites.
 - c. **Standards, Assessment, and Accountability Division** receives the electronically formatted test results from the Testing Unit, reviews the data files, and corrects errors as necessary.
 - d. **School site staff gets CAHSEE results** for students entering the school from other districts in California via transcript, cumulative student record, or other authorized document(s). If any of these authorized documents are provided by the student, the documents must be certified by the originating school with either the school seal or the seal of the Western Association of Schools and Colleges. Scores are submitted to the Standards, Assessment, and Accountability Division.
 - e. **Standards, Assessment, and Accountability Division** and Information Technology Department, Business Operations Division, enter out-of-district CAHSEE results into the Student Information System.
 - f. **School site staff provides CAHSEE** results for students transferring out of the district via student transcripts, cumulative records, and/or other authorized document(s).

- g. **Standards, Assessment, and Accountability Division** prepares and disseminates summary reports following each test administration.
 - h. **Standards, Assessment, and Accountability Division** uploads student test files to the Student Information System, located and maintained in the Information Technology Department.
 - i. **Information Technology Department** provides schools with electronic access to student test results through prepared queries and reports.
 - j. **Information Technology Department** provides for CAHSEE results to be posted to student transcripts.
 - k. **Standards, Assessment, and Accountability Division** and Information Technology Department ensure that procedures are in place to maintain the confidentiality of individual student test results.
4. **Student Academic Support**
- a. **Office of Instructional Support** plans and implements instructional programs to support all students to meet the California Academic Standards.
 - b. **Special Education Division** ensures that student IEPs clearly specify any accommodations and/or modifications appropriate for the nature of the disability and applicable to classroom instruction and assessment.
 - c. **Standards, Assessment, and Accountability Division** provides summary reports and rosters for students not passing one or both sections of the CAHSEE, and for students at risk of not passing the CAHSEE based on results from the California Standards Test in English Language Arts and Mathematics.
 - d. **Office of Instructional Support** plans and implements support programs for student at risk of not passing the CAHSEE and students who have taken but not passed one or both sections of the CAHSEE.
5. **Waiver of Graduation Requirement for Specific Special Education Students**
- a. **Principal determines** which students are eligible for a waiver of the requirement to pass the CAHSEE, based on state guidelines.

- b. **Principal completes CAHSEE Waiver Cover Sheet:** Information on the Specific Students with a Disability (Attachments 1, 2, and 3) and attaches the following:
- (1) An IEP or 504 plan that indicates all of the accommodations and/or modifications the student needs to access and participate in statewide assessments and dated prior to the date of the test administration.
 - (2) Certified transcript showing sufficient high school course work (either satisfactorily completed or in progress) in a high school-level curriculum that allowed the student to gain the skills and knowledge needed to pass the CAHSEE.
 - (3) Copy of the *CAHSEE Student and Parent Report* showing the equivalent of a passing score.
- c. **Principal submits** to the Testing Unit a CAHSEE Waiver Request for all students for which he/she is requesting a waiver and a CAHSEE Cover Sheet and supporting documentation for each student eligible for the waiver.
- d. **Testing Unit** submits to the Board of Education for approval a CAHSEE Waiver Request for each school requesting a waiver for one or more students and a CAHSEE Cover Sheet for each student eligible for the waiver.

E. FORMS AND AUXILIARY REFERENCES

1. California High School Exit Examination student answer documents, test booklets, Directions for Administration, and School Coordinator's Manual
2. English Language Arts Content Standards for California Public Schools, available at <http://www.cde.ca.gov/standards/>
3. Mathematics Content Standards for California Public Schools, available at <http://www.cde.ca.gov/statetests/cahsee/index.html>
4. California High School Exit Examination: English Language Arts Teacher Guide, available at <http://www.cde.ca.gov/statetests/cahsee/index.html>
5. California High School Exit Examination: Mathematics Teacher Guide, available at <http://www.cde.ca.gov/statetests/cahsee/index.html>

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6. Instructions for Completing the Request for Waiver of CAHSEE Passage for Students with a Disability, Attachment 1
7. Waiver Request: California High School Exit Examination (CAHSEE), Waiver of Test Passage for Students with a Disability, Attachment 2
8. CAHSEE Waiver Cover Sheet: Information on the Specific Student with a Disability, Attachment 3

F. REPORTS AND RECORDS

1. San Diego City Schools Student Transcript
2. CAHSEE Student and Parent Report
3. CAHSEE School Report: English Language Arts, Demographic Summary for All Students Tested
4. CAHSEE School Report: English Language Arts, Confidential Roster for All Students Tested
5. CAHSEE School Report: Mathematics, Demographic Summary for All Students Tested
6. CAHSEE School Report: Mathematics, Confidential Roster for All Students Tested
7. CAHSEE District Report: English Language Arts, Demographic Summary for All Students Tested
8. CAHSEE District Report: Mathematics, Demographic Summary for All Students Tested

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education